

**City of Chattanooga, TN**  
**Personnel Class Specification**

***CLASS CODE 1403***

**FLSA: Non-Exempt**

**CLASSIFICATION TITLE: ADMINISTRATIVE COORDINATOR**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform and/or oversee responsible bookkeeping, budgetary, purchasing and related administrative functions for an assigned department or large division. Duties and responsibilities may vary, depending upon department assignment.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

**Bookkeeping Functions:**

Assists management with the monitoring of approved budget for department or large division; maintains financial records and related information; creates/modifies spreadsheets and files to facilitate departmental/division record keeping; enters and retrieves data from the computerized accounting system and/or departmental spreadsheets; tracks expenditures and monitors against allocated funds; works with the Finance Department to resolve any problems or discrepancies.

Prepares departmental payroll documents, financial statements, and other reports as required to report accounting activities and assist management in making decisions; reconciles bank statements.

Receives and processes invoices, billing statements and receipts for payment; submits to supervisor for approval; verifies authorization for purchases prior to payment; calculates totals to ensure compliance with budgetary requirements; posts to appropriate account; enters into appropriate accounting records; forwards to appropriate department for processing and payment.

Initiates billings for services rendered by the City; records invoice date, number and amount; receives payment and matches to appropriate invoice; indicates paid invoice; processes payments and submits to appropriate department; notifies supervisor of overdue invoices.

Assists with monitoring state and federal grant programs; processes monies received; compiles data and prepares reports for reimbursement and other

purposes; apply monies to correct accounts; compiles data for yearly audit; maintains integrity and confidentiality of all information.

Oversees cash flow for undercover and investigative operations; prepares and distributes wages for operatives; ensures appropriate receipts and documents are procured from officers; verifies and balances receipts with accounting records; reports any discrepancies; maintains integrity and confidentiality of all records.

### **Budgetary Functions:**

Assists management with the preparation of departmental budget; completes budget worksheets and required paperwork; assists management in determining departmental/division needs; makes revisions as directed; prepares materials for presentation to Board, City Council and County Commission as required; prepares budget reports and summaries as required.

Conducts research and compiles information regarding present and past expenditure patterns to aid management in forecasting future needs; assists in the analysis of financial records and provides input into departmental/division budget request; provides data regarding actual expenditures versus budgeted amounts to supervisors; creates and maintains spreadsheets and other reports for tracking budget activities.

### **Purchasing Functions:**

Coordinates and processes purchasing for all equipment, materials, and services for the department/division; works with supervisors to determine needs; keeps abreast of changes to all policies and procedures regarding City purchases and ensures compliance with same; works with Purchasing Division to ensure efficient processing of all requisitions.

Generates all documentation required to requisition and process payment for equipment, materials, and services needed; prepares requisition/purchase orders or field vouchers and forwards to appropriate departments for processing; maintains departmental files on requisitions, product specifications, and contracts.

Schedules incoming shipment of contract items; tracks outstanding purchases; receives incoming shipments; processes returns for damaged goods and goods shipped incorrectly.

Interacts with vendors as necessary to facilitate the purchasing function; resolves invoice problems with vendors; works with vendors to get new contracts and/or changes to existing ones; tracks payment of invoices and updates status for vendors.

Maintains office supply inventory for assigned department; ensures adequate supplies are kept in stock; orders new supplies as needed.

### **Administrative/Support Functions:**

Composes, types and/or prepares various correspondence, letters, memoranda and specialized reports and documents for assigned department; reviews for accuracy

and completeness; makes copies, faxes, and/or files for departmental use and future reference.

Maintains departmental databases; inputs information into computerized systems; ensures data is accurate and correct prior to being input; purges old information as required.

Maintains personnel records for department as assigned; processes new hire and termination paperwork; inputs employee timesheets into computer system; prepares attendance tables for managers as required; posts and maintains employee leave records; notifies employees of balances.

Serves on various committees and/or boards as they relate to daily performance of assigned duties; attends meetings, seminars, workshops and other training classes as necessary to keep apprised of changes in legislation and/or current industry trends.

Greets visitors and answers incoming calls; provides information and or responds to questions; routes calls and visitors to appropriate individual and/or takes messages as required.

Performs other administrative duties such as, coordinating travel arrangements and tracking expenditures; receiving, sorting and distributing incoming and outgoing mail; scheduling and coordinating meetings as required by director; and serving as Notary Public.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by college level course work or vocational training in accounting, bookkeeping, or related required; supplemented by one (1) to two (2) years previous experience and/or training involving accounting, purchasing, bookkeeping or budgetary functions required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.